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San Bernardino Valley College instituted a library technician training program in September 1967. During the 1967-68 year, certain deficiencies became apparent, namely, data on job opportunities in the area served by the college and on what qualifications the graduates of the program should have. In June 1968, a survey of the area (limited to one hour's driving distance from the college) was begun. Libraries were categorized as (1) college and university, (2) public, (3) public school, (4) private and parochial school, and (5) special and technical. Of the 116 questionnaires sent out, 71.6% were returned. Job opportunities and qualifications for non-professionals are discussed by category. Tables show salary range; number of possible jobs; and educational, clerical, and experience requirements. The writers suggest that both librarians and employees would benefit if job titles and descriptions were standardized. (HH)

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LIBRARIES AND LIBRARY JOB OPPORTUNITIES IN THE INLAND EMPIRE

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JC 690 047

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San Bernardino, California 92403

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INTRODUCTION

In January of 1967 the professional staff at San Bernardino Valley College Library met to formulate a library technology program, to help meet the ever increasing demand for semi-professional library trained personnel. Across the nation schools had been offering new library technology courses and it was felt that Valley College could also serve the community by providing the schools and libraries of the area with trained library technicians. In September of 1967 the library technician training program was inaugurated.

During the school year of 1967-68 it became increasingly apparent that the number of non-professional library job opportunitie in the area served by Valley College was unknown. Another question presented itself as the year progressed. What qualifications should library technicians have, to meet the demands of their future employers?

The need for a survey of libraries in the area became increasingly evident. This survey report is the result of our inquiry into the nature and number of non-professional library positions in the Inland Empire.

PROCEDURE

In June of 1968 the survey was undertaken. Before embarking on such a study, two questions had to be asked. What area should

be surveyed, and how exhaustive should the survey be?

At first it was decided that the survey area should be limited to the San Bernardino Valley College District, but as the study progressed we realized that the boundaries of our junior college district did not include realistic job opportunities within the range of commuters. Upon our re-evaluation of the situation, it was decided that the geographical area known as the Inland Empire was a more realistic survey area. For our purposes the Inland Empire was limited to those areas within an hour's drive from the San Bernardino-Riverside area. The eastern boundary of the survey area was placed at Banning, to the west Pomona and Walnut were the boundaries, the southern boundaries were set at Hemet and Perris, and the San Bernardino and San Gabriel mountain ranges served as the northern boundaries. (See map on page 26)

An attempt was made at making the survey as exhaustive as possible, so that the results we were to obtain might have a higher degree of accuracy and would be more definitive. We sought to obtain data from five library categories; College and University, Public, Public School, Private and Parochial School, and Special and Technical Libraries.

With the help of his Work Experience Class, head librarian Elton Shell designed a comprehensive questionnaire. The questionnaire was designed to find the number of positions at each non-professional job category, the salary or wage range, new opportunities available, and the qualifications for each position. A copy of the questionnaire is on page 25. Hopefully it will give others an idea of the type of study we have done, and will aid them in carrying on similar studies.

Approximately 116 questionnaires were sent out to libraries

in the Inland Empire. A follow up was done ten days after the questionnaires were sent out. The non-responding libraries were sent a second questionnaire and a letter urging them to respond as soon as possible. Out of the 116 questionnaires that were sent, 71.6% were returned.

FORMAT

We attempt to show the job opportunities and qualifications for non-professional positions in each of the five library categories already mentioned. We will also make a few projections and observations concerning the future outlook of each library category. A table has been prepared for each library category, with the exception of the parochial and private school libraries, showing starting salary and wage ranges, number of positions, educational requirements, clerical skills requirements, and previous experience requirements. A list of all the respondents in each category is placed after the table for each position so students will have available to them a list of potential employers. It should be understood that most of the positions listed are already filled although some were reported as being vacant.

PUBLIC LIBRARIES

Public libraries have undergone great change in the past few years. They have added a host of new services to their already important task of offering to the public books for entertainment and study. They offer a wide range of non-professional jobs which often require technical as well as clerical skills.

With the addition of such services as: motion picture distribution, record and tape collections, microfilm journal and periodical collections, technical and children's book collections, duplication services, and at larger libraries, electronic reference systems, the public library presents a wide range of job opportunities.

Most of the positions in public libraries require clerical and typing skills, an ability to meet the public, and a knowledge of library terminology and procedures. Often a civil service examination is required, and all non-professional positions require citizenship. The citizenship requirement is found in article 2, section 1943 of the California State Labor Code.

With the Inland Empire becoming one of the fastest growing areas in the nation, and, as mentioned before, with the addition of new services the public library's future looks bright. Almost 1/3 of the positions listed on Table I were either filled or created in the past three years.

HS= High School
JC= Junior College or 2 years of college work
BA= Bachelor of Arts

PUBLIC LIBRARIES

TABLE I

Title of Position	Number of Positions	Starting Wage and * Salary Range	Clerical and Typing Skills Required	Educational Requirement	Previous Experience Preferred or Required
Administrative Aide	2	$500-550	Yes	HS	Yes
Audio-Visual Technician	1	350-400	Yes	HS-JC	Yes
Book Processor-Mender	1	350-400	No	HS	No
Bookmender	4	300-400	No	HS	No
Clerical Aide	16	300-400	Yes	HS	No
Accountant-Clerk	1	400-450	Yes	HS	Yes
Acquisitions Clerk	1	400-450	Yes	HS-JC	Yes
Audio-Visual Chief Clerk	1	400-450	Yes	HS-JC	Yes
Chief Circulation Clerk	1	400-450	Yes	HS-JC	Yes
Chief Library Clerk	1	500-550	Yes	HS	Yes
Circulation Clerk	5	400-450	Yes	HS-JC	No
Library Clerk 1	2	300-400	Yes	HS-JC	No
2	5	350-400	Yes	HS-JC	No
3	3	400-450	Yes	HS-JC	No
Jr. Clerk	1	350-400	Yes	HS	No
Intermediate Clerk	18	350-400	Yes	HS-JC	No
Sr. Clerk	11	350-500	Yes	HS-JC	Yes
Periodicals and Documents Clerk	2	350-400	Yes	HS	Yes
Principal Library Clerk	3	450-500	Yes	HS	Yes
Public Services Clerk	1	400-450	Yes	HS-JC	Yes
Stenographer-Clerk	2	450-500	Yes	HS	Yes
Stock Clerk	1	400-450	No	HS	Yes
Duplications Technician	1	400-450	Yes	HS-JC	No
Library Aide	16	200-300	No	(Not Specified)	Yes
Library Assistant	23	200-600	No	HS-BA	Yes

HS= High School
JC= Junior College or 2 years of college work
BA= Bachelor of Arts

PUBLIC LIBRARIES TABLE I

Title of Position	Number of Positions	Starting Wage and * Salary Range	Clerical and Typing Skills Required	Educational Requirement	Previous Experience Preferred or Required
Library Page	36	$200-350	Yes	HS	No
Messenger-Page	2	350-400	No	HS	No
Office Supervisor	1	500-550	Yes	HS-JC	Yes
Secretary	1	450-500	Yes	HS	Yes
Typist	10	300-450	Yes	HS	Yes
Catalog Typist	2	350-400	Yes	HS-JC	Yes
Typist-Clerk	12	400-500	Yes	HS	Yes

TOTAL 187

* Range affected by grouped data

PUBLIC LIBRARIES

Name	Address	City
Colton Public Library	380 North 8th Street	Colton
Corona Public Library	805 Main Street	Corona
Hemet Public Library	510 E. Florida Ave.	Hemet
Ontario City Library	215 East C Street	Ontario
Pomona Public Library	625 S. Garey Ave.	Pomona
Riverside Public Library	7th & Orange St.	Riverside
San Bernardino County Library	104 W. 4th Street	San Bernardino
San Bernardino Public Library	401 N. Arrowhead Ave.	San Bernardino
A. K. Smiley Public Library	125 W. Vine St.	Redlands
Upland Public Library	123 D Street	Upland

PUBLIC SCHOOL LIBRARIES

Public school libraries have taken on more and more responsibility throughout the years. As educators turn to new methods and media in the education of children, the public school library has expanded its services to meet the new demands.

Not only does the school library maintain a collection of books for student enjoyment and research, it also serves as a textbook repository, an audio-visual laboratory, and a place for listening to tapes and records. The school library staff often serves in teaching capacities as they train students in the use of the library. Adding to these duties, the library staff also serves as consultants on the nature and availability of materials for school curriculums.

Public school library positions require a knowledge of library procedures and terminology, clerical and typing skills, and a person who enjoys and knows how to work with children. All public school non-professional employees are required to be citizens. (Refer to article 2, section 1943 of the California State Labor Code.)

Public school library service is certainly one of the most rewarding and challenging areas in library work. For those who like dealing with children, the opportunities are great.

HS= High School
JC= Junior College or 2 years of college work

PUBLIC SCHOOL LIBRARIES

TABLE II

Title of Position	Number of Positions	Starting Wage and * Salary Range	Clerical and Typing Skills Required	Educational Requirement	Previous Experience Preferred or Required
Assistant Librarian	1	$350-400	No	HS	Yes
Bookkeeper	1	350-400	Yes	HS	Yes
Cataloger	1	450-500	Yes	HS	No
Clerk	42	200-450	Yes	HS-JC	Yes
Central Library Clerk	2	400-450	Yes	HS	Yes
District Library Clerk	1	350-400	Yes	HS-JC	No
Elementary Library Clerk	1	350-400	Yes	HS	No
Jr. High Library Clerk	6	350-400	Yes	HS	No
Library Clerk 1	35	350-450	Yes	HS	Yes
2	9	350-500	Yes	HS	Yes
3	1	400-450	Yes	HS	Yes
Sr. High Library Clerk	7	350-400	Yes	HS	Yes
Stock Clerk	1	350-400	No	HS	Yes
Typist Clerk	8	250-400	Yes	HS-JC	Yes
Library Audio-Visual Clerk	1	350-400	Yes	HS	No
Curriculum Assistant	1	350-400	Yes	HS	Yes
Elementary Library Aide	25	350-400	Yes	HS	Yes
Library Aide	12	250-400	Yes	HS	No
Library Assistant	21	350-450	Yes	HS	Yes
Library Technician	3	350-400	Yes	HS	Yes
Student Assistant	5	200-300	No	HS	No
TOTAL	184				

* Range affected by grouped data

PUBLIC SCHOOL LIBRARIES

Name	Address	City
Alvord Unified School District	10365 Keller Ave.	Riverside
Banning Unified School District	21 West Nicolet St.	Banning
Beaumont District Library	125 E. 8th St.	Beaumont
Chaffey Union High School District	211 W. 5th St.	Ontario
Colton Joint Unified School District	1212 Valancia 10435 Cedar Ave.	Colton Bloomington
Corona Unified School District	900 Howard St.	Corona
Cucamonga Elementary School District	8806 Archibald Ave.	Cucamonga
Eisenhower High School	1321 N. Lilac	Rialto
Etiwanda School District	P. O. Box 248	Etiwanda
Fontana Unified School District	9680 Citrus	Fontana
Jurupa Unified School District	3924 Riverview Dr.	Riverside
Moreno Valley Unified School District	13911 Perris Blvd.	Sunnymead
Pacific High School	1020 Pacific Ave.	San Bernardino
Perris Elementary School District	24-050 Theda St.	Perris
Pomona Unified School District	P. O. Box 2900	Pomona
Rialto Unified School District	215 N. Willow	Rialto
Rim of the World High School	Box 430	Lake Arrowhead
Riverside County Schools	4015 Lemon St.	Riverside
Riverside Unified School District	3954 12th St.	Riverside
Rubidoux High School Library	4250 Opal St.	Riverside
San Bernardino City Unified School District	799 F St.	San Bernardino
Yucaipa Joint Unified School District	12592 California St.	Yucaipa

SPECIAL AND TECHNICAL LIBRARIES

The technical and special libraries of the area offer some interesting and challenging new avenues in library work. As several large corporations and public institutions have been situated in this area, the field is a growing one although the positions listed at present are few.

The defense and aerospace industries often have large research facilities that require technical libraries to store their research information and data which corresponds to the type of research they are doing. This type of library work requires a high degree of clerical and typing proficiency, obtaining a security clearance, and a willingness to do other types of work besides library work on occasion.

State institutions such as Boy's Republic, Patton State Hospital, Pacific State Hospital, and some of the Job Corps comps, have projected or have already established libraries. Because of recent state expenditure cutbacks, the opportunities in these areas are few at present. However, in the foreseeable future more opportunities should become available as programs expand and more funds become available. Non-professional positions at the state level usually require a high degree of clerical and typing profeciency, a medical examination, a civil service examination, and citizenship.

County Law libraries in the area have been established to provide the public and the law profession access to the laws and statutes

of the land. They are usually under the auspices of the county clerk's office. Although they had no opportunities listed, the possibilities of future employment opportunities still exist.

Several private corporations and institutions within the area have their own special libraries. Although few, they are growing in number. Most of them work in the specialized areas of consumer products, special information, and agricultural research.

The special and technical library field is a new and growing field. As more companies and large institutions go into research activities the need for technical and special libraries will grow. The rehabilitative programs of several of the state institutions already mentioned require the availability of books and the use of the library as part of their rehabilitation training. This field of library work, although small at present, will continue to grow and become one of the more challenging of the areas of library service.

HS- High School
JC- Junior College or
2 years of college work
BA- Bachelor of Arts

SPECIAL AND TECHNICAL LIBRARIES

TABLE III

Title of Position	Number of Positions	Starting Wage and * Salary Range	Clerical and Typing Skills Required	Educational Requirement	Previous Experience Preferred or Required
Branch Librarian	2	$500-650	Yes	BA	Yes
Librarian	2	400-450	Yes	JC-BA	Yes
Clerk	4	300-550	Yes	HS-JC	Yes
Engineering Clerk	6	450-500	Yes	HS-JC	No
Engineering Release Clerk A	1	350-400	Yes	HS-JC	Yes
B	1	350-400	Yes	HS	No
Clerk Typist	1	400-550	Yes	HS	Yes
Library Assistant	15	240-440	Yes	HS	Yes
Library Attendant	4	400-450	Yes	HS	Yes
Library Technician	5	300-500	Yes	HS	Yes
Page	1	200-300	No	HS	No
Stenographer-Clerk	1	450-550	Yes	HS	Yes
TOTAL	43				

* Range affected by grouped data

SPECIAL AND TECHNICAL LIBRARIES

Name	Address	City
Aerospace Corporation	1111 E. Mill St.	San Bernardino
American Cement Corporation Technical Library	P. O. Box 832	Riverside
California Portland Cement Co.	P. O. Box 111	Colton
College Student Personnel Institute Library	165 East 10th St.	Claremont
Francis Bacon Library (The)	655 N. Dartmouth Ave.	Claremont
General Dynamics, Pomona Division	P. O. Box 2507	Pomona
Los Angeles County Law Library, Pomona Branch	350 W. Mission Blvd.	Pomona
Lockheed Propulsion Company Scientific and Technical Library	P. O. Box 111	Redlands
Naval Weapons Center	Corona Labs	Corona
Norton AFB	G63PDSL	Norton AFB
Pacific State Hospital, Staff Library	P. O. Box 100	Pomona
Patton State Hospital	3102 E. Highland	Patton
Rancho Santa Ana Botanic Garden	1500 North College Ave.	Claremont
Rohr Corporation - Technical Library	P. O. Box 643	Riverside

COLLEGE AND UNIVERSITY LIBRARIES

The college and university libraries offer one of the widest and most diverse range of job opportunities in library service. The library in today's colleges and universities is the center of academic life both on the campus and in the community. The college and university library is often a multi-million dollar plant, with a large budget, and offers an array of services and facilities.

A constant expansion in the acquisition of books, periodicals, journals, and microfilm materials keep college and university library staffs large and active. Several of the colleges in the area are at present reclassifying their book collections from the Dewey Decimal System to the Library of Congress Classification System. This formidable task is creating a need for manpower in the book processing departments of the college and university libraries in the area.

The audio-visual department has come to play an increasingly important role in library services by providing films, tapes, slides, projection and sound equipment. The audio-visual field is a new and growing area. With the further development of new educational techniques and aids, its importance will grow.

The college and university libraries are expanding their services to meet the demands of educators, and the challenge of the "knowledge explosion". Microfilm journal and periodical collections, record and film collections, duplications services, "Dial a Tape", music

listening facilities, typing and group study rooms, are but a few of the services that the college and university libraries offer.

In general, the college and university libraries require typing and clerical skills, an ability to meet the public, and a knowledge of library terminology and procedures. In many instances the library positions offered required a working knowledge of audio-visual equipment. Employment in the public institutions require citizenship with the exception of student assistants.

Many of the non-professional job positions found in colleges and universities are given to students as work grants or as student assistance. Most of the positions offered to students require a few clerical and technical skills.

The college and university library field is the fastest growing of all the library fields in this area. The growth in this area of library service can be seen in the fact that there are two new colleges in the area, and that two more colleges are being planned or built at present. California State College at San Bernardino and Mount San Jacinto Junior College are two new schools in the process of building up their libraries. Crafton Hills Junior College, to be built near Yucaipa, and Johnston College being built in Redlands will both have large and well-equipped libraries.

Of the 223 jobs reported in the College and University Library field, over 1/3 were filled or created within the past three years.

HS- High School
JC- Junior College or 2 years of college work
BA- Bachelor of Arts

COLLEGE AND UNIVERSITY

TABLE IV

Title of Position	Number of Positions	Starting Wage and * Salary Range	Clerical and Typing Skills Required	Educational Requirement	Previous Experience Preferred or Required
Administrative Aide	1	$550-600	Yes	JC	Yes
Acquisitions Assistant	2	250-300	No	HS	No
Archivist	1	200-300	No	HS-JC	No
Artist	1	600-650	No	HS	No
Audio-Visual Technician	1	600-650	Yes	HS-JC	No
Bibliographer	3	350-400	No	JC	Yes
Catalog Assistant	8	300-400	No	HS-BA	No
Accounting Clerk	1	400-500	Yes	HS-JC	Yes
Acquisitions Clerk	2	400-450	Yes	HS	Yes
Audio-Visual Clerk	1	400-450	Yes	HS-JC	Yes
Binding Clerk	1	unknown	Yes	HS	No
Clerk	1	350-400	Yes	HS	Yes
Clerk 1	8	300-350	Yes	BA **	Yes
2	15	400-450	Yes	HS	Yes
3	2	450-500	Yes	HS	Yes
Junior Clerk	11	350-400	No	HS	Yes
Intermediate Clerk	14	350-400	Yes	HS	Yes
Senior Clerk	1	400-450	Yes	HS	Yes
Order Clerk	1	unknown	No	BA	No
Periodicals Clerk	1	200-250	No	JC-BA	No
Clerk Stenographer	1	400-450	Yes	HS-JC	Yes
Stock Clerk	1	450-500	Yes	HS	Yes
Clerk Typist	17	300-400	Yes	HS	Yes
Clerk Typist 1	3	350-450	Yes	HS	Yes
2	2	350-450	Yes	HS	Yes
Departmental Assistant	23	200-250	Yes	HS	No

* Range affected by grouped data

**For graduate students and students on work grants

HS- High School
JC- Junior College or 2 years of college work
BA- Bachelor of Arts

COLLEGE AND UNIVERSITY

TABLE IV

Title of Position	Number of Positions	Starting Wage and * Salary Range	Clerical and Typing Skills Required	Educational Requirement	Previous Experience Preferred or Required
Key Punch Operator	6	$250-400	Yes	JC-BA	Yes
Junior Librarian	3	450-500	Yes	HS-JC	Yes
Library Assistant 1	33	450-500	Yes	HS	Yes
2	5	450-500	Yes	HS-JC	Yes
3	7	500-600	Yes	JC	Yes
Library Page	1	200-250	No	HS	No
Library Receptionist	1	400-450	Yes	HS	Yes
Library Specialist	1	500-550	No	HS	No
Library Serviceman	1	400-450	No	HS	No
Library Technician	1	450-500	No	HS-JC	Yes
Library Technician 1	3	300-350	Yes	HS-JC	Yes
2	11	400-450	Yes	HS-JC	Yes
3	4	450-500	Yes	HS-JC	Yes
Loan Desk Assistant	1	200-250	No	HS-BA	No
Page	2	200-250	No	HS	No
Senior Photographer	1	600-650	No	HS	No
Projectionist	1	400-450	No	HS	No
Reference Assistant	1	200-250	No	HS	No
Searcher	5	200-250	No	JC-BA	No
Secretary	5	200-500	Yes	HS	Yes
Secretary 2	1	350-400	Yes	HS-JC	Yes
Secretary-Stenographer	1	400-450	Yes	HS	Yes
Sr. Stenographer	1	450-500	Yes	HS	Yes
Storekeeper I	1	450-500	No	HS	No
Supervisor: Public Services	1	550-600	No	HS-BA	Yes
Intermediate Typist	3	350-400	Yes	HS	Yes
TOTAL	223				

* Range affected by grouped data

COLLEGE AND UNIVERSITY LIBRARIES

Name	Address	City
California Baptist College	8432 Magnolia Ave.	Riverside
California State College at San Bernardino	5500 State College Parkway	San Bernardino
California State Polytechnic College	Kellog-Voorhis Campus Library	Pomona
Chaffey College Library	5885 Haven Ave.	Alta Loma
Honnold Library for the Claremont Colleges	Ninth Street at Dartmouth Ave.	Claremont
La Sierra College	4900 Golden Ave.	Riverside
Loma Linda University (Vernier Radcliffe Memorial Library)	Barton and Anderson	Loma Linda
Mt. San Antonio College	1100 N. Grand	Walnut
*Mt. San Jacinto Jr. College Library	Hwy 79	San Jacinto
Riverside City College	3650 Fairfax	Riverside
School of Theology at Claremont	1325 N. College	Claremont
San Bernardino Valley College Library	701 So. Mt. Vernon Ave.	San Bernardino
University of California at Riverside	Eight Street	Riverside
University of Redlands Library	University Ave.	Redlands

* Non-Respondent

PRIVATE AND PAROCHIAL SCHOOL LIBRARIES

Thirty-seven private and parochial schools in the Inland Empire received questionnaires. The schools that were surveyed had an enrollment of over 100 each. Twelve of the thirty-seven schools responded.

Without exception, not one non-professional position was reported. Many of the schools reported that they had no central library, and that books were stored in classroom collections. Several of the larger High School libraries reported that their libraries were staffed by volunteer help.

The fact that not one of the schools reported any job positions and that many reported that they had no central library could be considered a commentary on the dilemma of the parochial schools. Because of the lack of financial support, the parochial school often cannot provide its students with adequate facilities or proper materials. What little source of income they have comes from the denominations they are associated with and from the parents of their students, who also pay taxes which support public schools.

The dilemma of the parochial school is greater than one is led to believe. While tabulating the results of this study it was found that 10,380 students attend parochial school in San Bernardino County alone. (*p. 27)

It is hoped that the students and librarians reading this paper might consider giving some of their time in helping these schools to update their libraries or help them to organize adequate ones.

A PROPOSAL

To the reader of this report it might have been apparent that several of the non-professional job titles were overlapping. Several of the titles had three or four different names. Positions such as, Library Technician 1, 2, or 3 had a different meaning to several of the libraries. A Library Technician 1 might be the lowest paid of the Library Technicians and might have less responsibility, where in another library, Library Technician 1 might be at the top of the scale in responsibility and pay.

Hopefully in the near future, librarians of the area might meet to create a list of meaningful and uniform non-professional job titles. This would enable library technician students to more easily identify job opportunities and qualifications, and it would aid libraries in the area in finding qualified employees.

LIBRARIES OF THE FUTURE

The "knowledge explosion" has created a huge mass of data that goes beyond the wildest dreams of any librarian. The upsurge of research, in the sciences, social sciences, and the humanities has brought with it the greatest challenge the librarian has ever faced. How can the thousands and thousands of journals, periodicals, pamphlets, and studies, be catagorized, cataloged, and stored? This is the challenge that every person who enters the library field must face.

The library of the future promises to be one of the most exciting and complex organizations to be a part of, in this era of the "knowledge explosion".

Projected in the future are libraries that contain huge electronic Data Banks. A question can be put to these data banks orally and answer will be given back by the data bank in an electronic facsimilie voice.

Huge nationwide computer reference systems that will give reference to any question put to them within a special field are in the making. No longer will large corporations spend millions of dollars in a research project to find that someone else has done the same type of project before. This wasteful duplication will be eliminated because reference can be made to every conceivable type of research done, thanks to the computer.

J. C. R. Licklider in his book, "Libraries of the Future" states

that storage of knowledge on the printed page is obsolete and cumbersome. The printed page is passive and the knowledge within it is shrouded by excess verbage. The library of the future will contain tapes of the particular piece of information desired and will present the knowledge actively instead of passively.

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We would also like to thank Mr. Charles Donovan, Reference Librarian at San Bernardino Valley College for his knowledge and advice.

To Miss Edith de Szabo we extend our thanks for typing the manuscript and stencils.

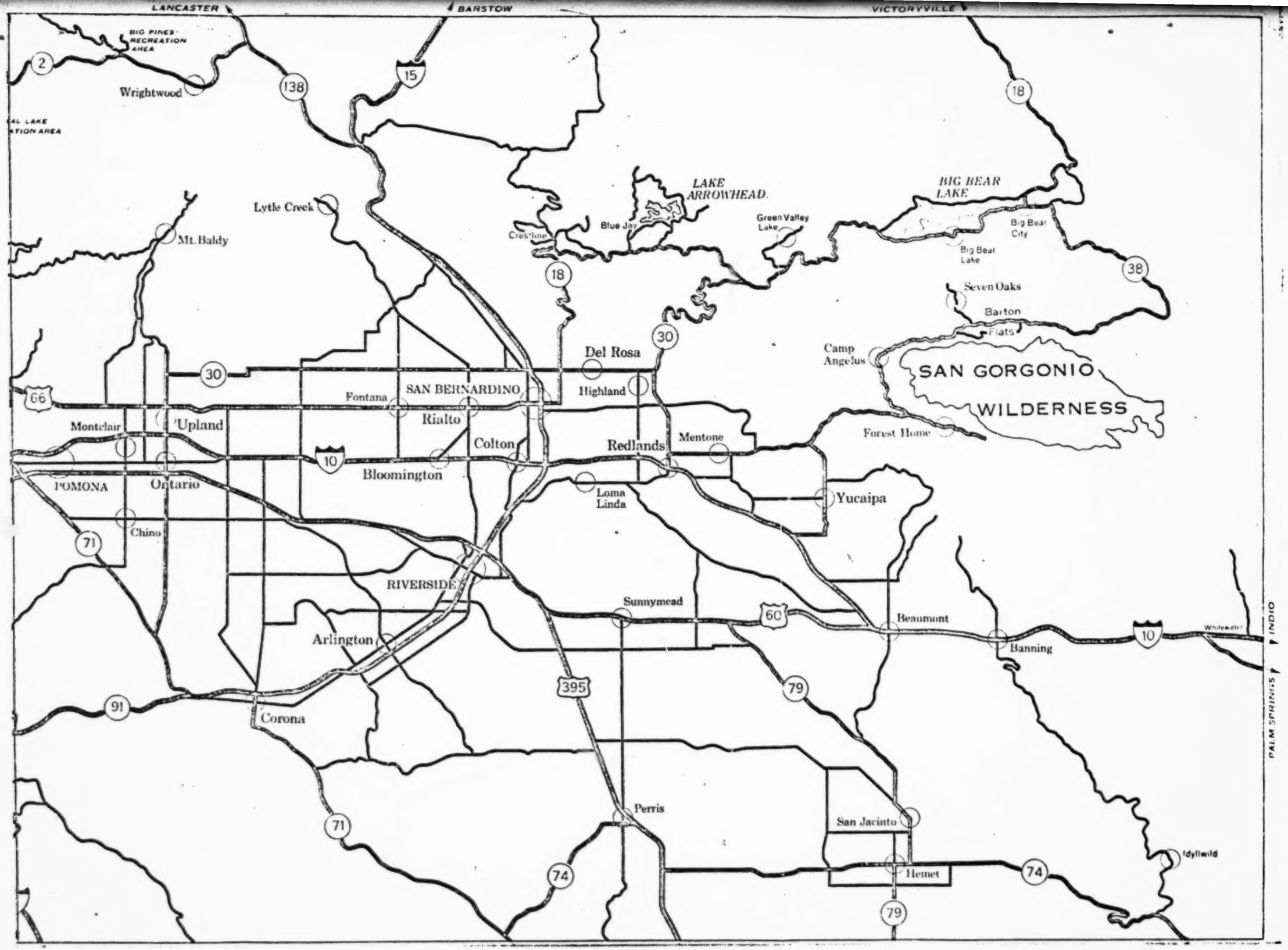
Purpose To determine job availability, qualifications, and salaries, in the various libraries.

Name of Library reporting _____ Address _____

Name of person reporting _____ Phone _____ Date _____

Check squares across for each position where applicable

LIST BY TITLE ALL NON-PROFESSIONAL POSITIONS WHICH YOU EXPECT TO HAVE BUDGETED AS OF JULY 1, 1968--IN AN ASCENDING ORDER. Please attach a job description for each, if available. TITLE OF POSITION	SALARY RANGE	Indicate number	Number of positions at each level	Number of these positions filled within past 2 years	Number of these positions expected to be vacant as of 7-1	High School diploma required	Two years of college required	Bachelor's degree required	Previous office experience required	Previous library work experience required	Civil service position	Must pass written examination	Typing skills of 40 wpm or higher	Medical examination necessary	Citizenship requirement	OTHER REQUIREMENTS OR COMMENTS



The INLAND EMPIRE, from a portion of the
Forest Service map, "San Gorgonio Wilderness"

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